



Subject:	Protocol for Re-Activation or Re-Classification of Resource Homes
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Additional Information:

Effective immediately to ensure that resource homes meet DCS Policy and IV-E eligibility standards to the maximum extent possible, only a representative of the Resource Home Eligibility Team (RHET) will be allowed to re-activate a previously closed home in TN Kids. Likewise re-classifying a home from a DCS home to a contract home, or a contract home to a DCS home, or from one provider to another will also be completed in TN Kids by a RHET staff member.

To be considered a candidate for re-activation, the home must be in a closed status with a clearly defined end date, and have been closed in good standing with the reason for closure documented in TN Kids.

Re-Activation of Closed Resource Homes:

To re-activate a home closed for more than 12 months from the end date of the last approval period will require the following actions:

1. A new home study will be completed by the provider agency responsible for the re-activated resource home.
2. On-line internet clearance background checks must be completed for all adults residing in the home.
3. CPS/SSMS records check completed for all adult household members.
4. New fingerprint results will be required for all adults residing in the home.
5. Criminal background check for all adults residing in the home. (Criminal background check consists of a check with the Criminal Court, the Municipal Court, and the General Sessions Court having jurisdiction over all addresses used in the last five (5) year time frame. The use of internet services to obtain the required criminal background check is permissible. However, agencies must maintain documentation in the case file that clearly shows each check that was completed per policy and the results of those checks. Documentation must include identifying information that visibly shows the person for whom the checks were generated.
6. Ensure that PATH training documentation for the resource parent/s meets the standard specified by DCS Policy 16.4, Section: D, Para: 6. (Previous PATH training documentation may be used if the home has been an approved home within the last two years if the home was previously closed in good standing)
7. Provide RHET with a packet containing copies of the above documentation within ten (10) days of completing the approval process in TN Kids.
8. In order to reduce the number of poor performing resource homes moving between agencies, it is recommended that providers make every reasonable effort to obtain a signed reference from either the previous provider agency or DCS Regional Placement Unit attesting to the capabilities and character of the resource home being re-activated.

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To re-activate a home closed for less than 12 months from the end date of the last approval period will require the following actions:

1. A Resource Home Mutual Re-Assessment/Re-Activation Form will be completed detailing justification for re-opening the home, relevant information pertaining to the composition of the home and other vital data.
2. On-line internet clearance checks completed for all adults residing in the home.
3. CPS/SSMS records check completed for all adult household members.
4. Review fingerprint results for all adults residing in the home---if the home as been closed or in-active for a period longer than thirty (30) days (See PPM Chapter 1, Section II Personnel , Para B. Background Checks, Sub Para # 5) new fingerprints will be required.
5. Criminal background check for all adults residing in the home.
6. Confirm PATH training—see #6 above
7. Provide RHET with a packet containing copies of the above documentation within ten (10) days of completing the approval process in TN Kids
8. In order to reduce the number of poor performing resource homes moving between agencies, it is recommended that providers make every reasonable effort to obtain a signed reference from either the previous provider agency or DCS Regional Placement Unit attesting to the capabilities and character of the resource home being re-activated.

Homes Closed In Bad Standing

Any resource home that is being considered for re-activation, the system will check to see if the home was previously closed in bad standing. If a home was found to be closed in bad standing the system will issue an appropriate warning message identifying the reason for closure and will inform the user they must confirm the re-activation before the system will continue with the re-activation process.

Any resource home that is being considered for re-activation by a DCS Region will submit a request to the Director of Foster Care and Adoptions/Designee in Central Office. If the request pertains to a provider home, the request will be submitted to the appropriate Central Office CPPP RHET Representative. This request will be taken before a Central Office Panel for discussion to determine the viability of the re-activation of the home in question.

Resource Home Re-Classification

The re-classification or transfer of a resource home between agencies (DCS or Provider) will require direct coordination and agreement between the gaining and losing agencies. In order to keep approval periods and home documentation valid, it is best to close the home before re-classifying or transferring the home to a new managing agency. The following actions are required:

1. An addendum will be attached to a copy of the previous agency's home study, outlining the transfer and any significant changes to the home's composition.
2. On-line internet clearance checks completed for all adults residing in the home.

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3. Gaining agency obtain copies of CPS/SSMS record checks completed by the previous agency. If copies are unavailable, new records checks will be completed for all adult household members by the gaining agency.
4. Gaining agency obtains new copies of criminal background checks.
5. Gaining agency obtains copy of PATH training certificates from the previous agency, and ensures that the provisions of DCS Policy 16.4 are met.
6. Complete the approval process in TN Kids creating a new approval period.
7. Provide RHET with a packet containing copies of the above documentation within ten (10) days of completing the approval process in TN Kids.
8. Obtain a signed reference from either the previous provider agency or DCS Regional Placement Unit attesting to the capabilities and character of the resource home being re-classified.

To change a resource home's classification to a Shared Home between a private provider and a DCS Region will require that the provisions of DCS Policy 16.11 are met. Before a home will be re-classified to a shared home status, the Resource Home Eligibility Team must be provided a copy of the written agreement signed by the DCS Regional Administrator/designee and the Director of the Private Agency. The agreement will delineate the responsibilities of all parties involved that will share the resource home.

For assistance with either re-activation or re-classification issues regarding Provider Resource Homes contact the Resource Home Eligibility Team within the Child Placement and Private Provider Division in Central Office. For DCS resource homes contact the Office of the Director of Foster Care and Adoptions within Central Office.